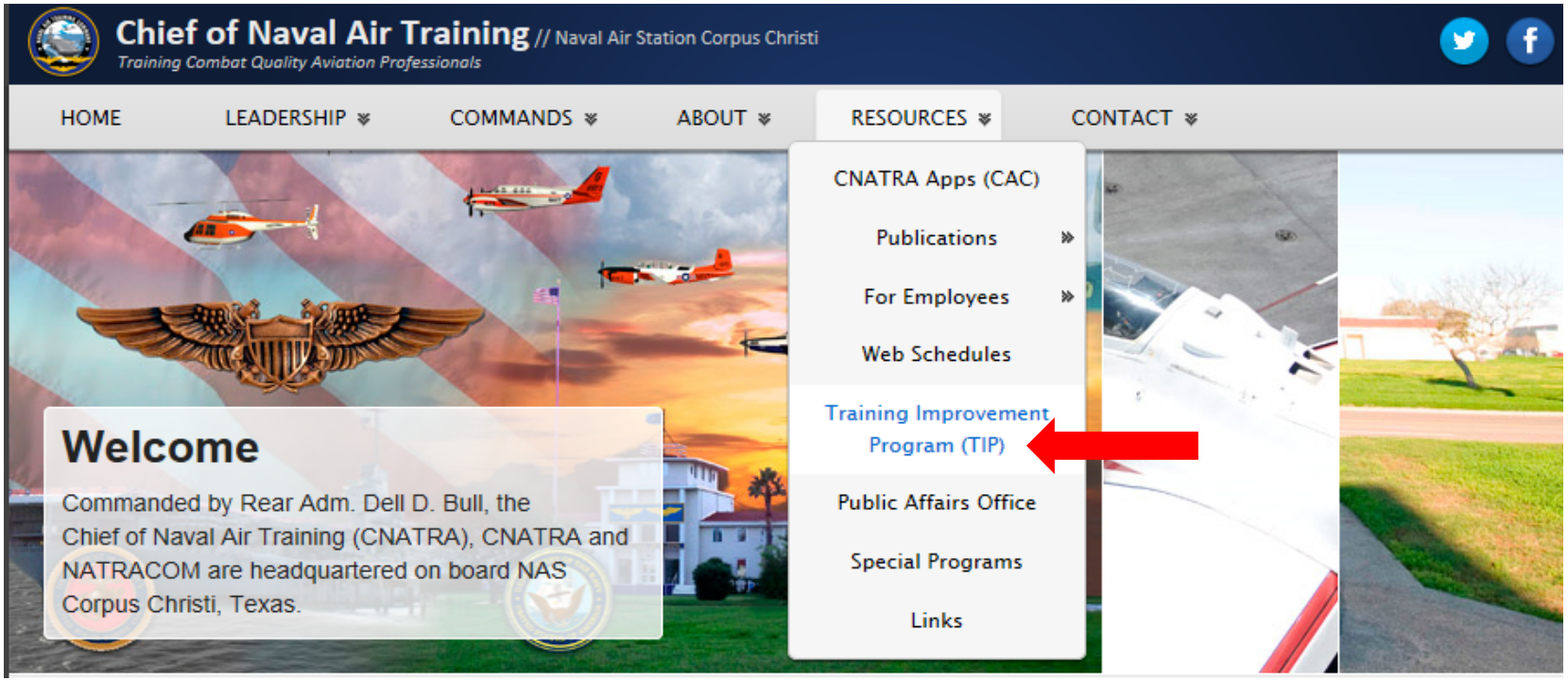
CNATRA Training Improvement Program (TIP)

- CNATRA invites all TRAWING personnel and contract instructors to submit changes to correct errors or improve training in; courseware (CAI/MIL), exams, publications, and curricula.
- Recommended changes are submitted via an online form available on the CNATRA website at www.cnatra.navy.mil.
- All submissions via www.cnatra.navy.mil will be turned into Training Change Requests (TCR) and tracked in the TCR database.
- **ALL TCR SUBMISSIONS MUST BE SUBMITTED VIA THE TIP WEBSITE. PAPER AND EMAIL SUBMISSIONS ARE NO LONGER ACCEPTED.**

CNATRA
Training Improvement Program (TIP)

- **To reach the Training Improvement Program page, go to www.cnatra.navy.mil**
- **Click on RESOURCES and from the dropdown menu select Training Improvement Program (TIP).**



CNATRA TIP Website

The TIP page will open

To create a TCR, select *Submit a TCR* button to open the Training Change Request (TCR) form

Chief of Naval Air Training // Naval Air Station Corpus Christi
Training Combat Quality Aviation Professionals
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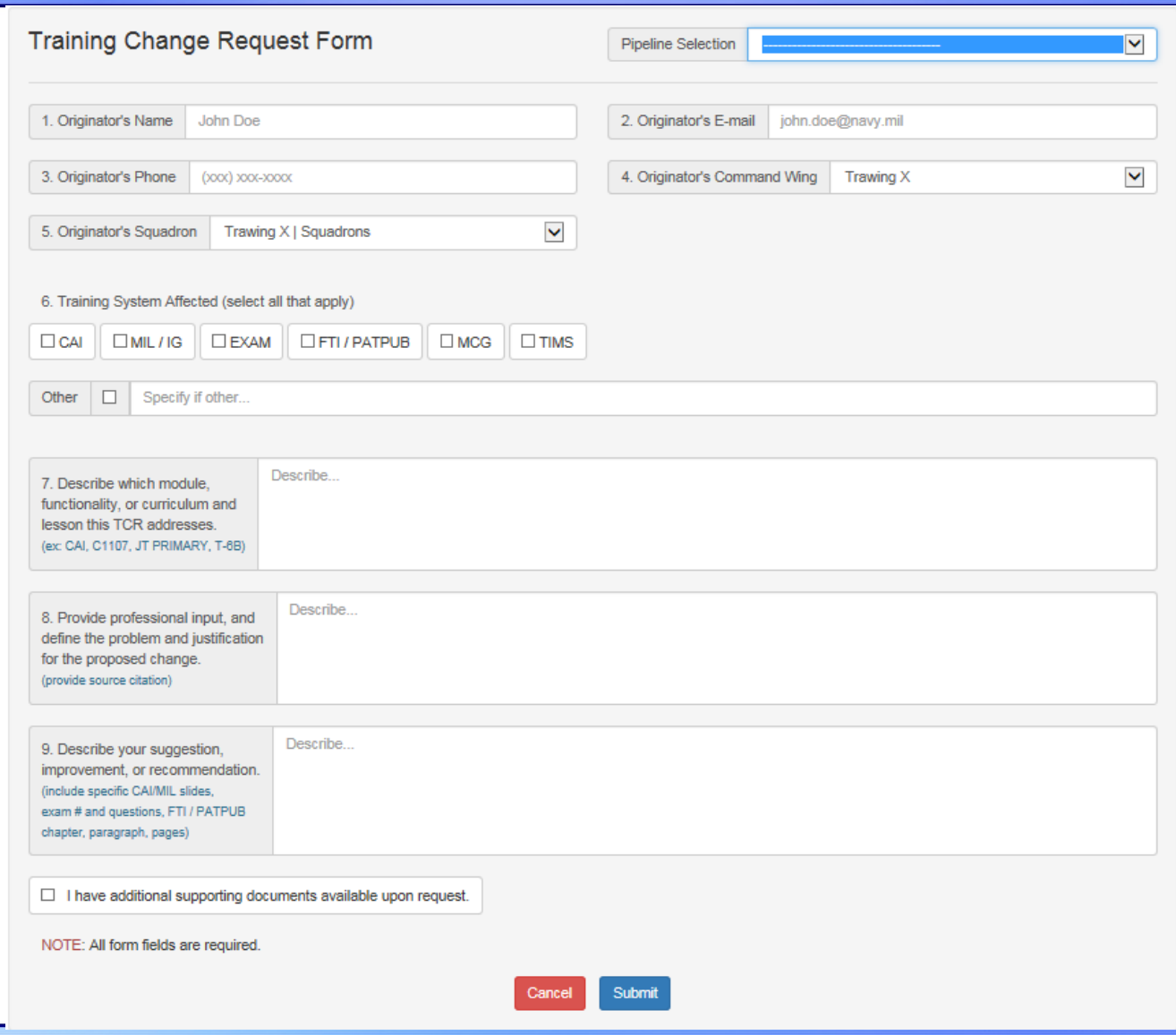
CNATRA TIP
Training Improvement Program
The Training Improvement Program (TIP) is a NATRACOM corporate process used to recommend changes to training courseware, curricula and examinations. This electronic TIP folder not only includes a list of current Training Change Requests (TCRs) in the database, but also a link to submit a new TCR. To view a list of current TCR's, select your pipeline from the dropdown. This list is updated weekly.
To submit a proposed change to training, complete the electronic TCR form. Once the TCR is submitted, the N7 Curriculum and Training Content Liaison (CTCL) employee at your TRAWING will receive an email notification. The originator will also receive a confirmation email with time stamp and CTCL contact information. The CTCL will create a new TCR in the TCR Tracker. The TCR management system is also a "routing mechanism" which provides a "pathway" to formally approve a TCR, prioritize the work, and track its completion and implementation.
TCR
Current TCRs
TCR lists are updated every Wednesday at approximately 0900.
Submit a TCR
A valid CAC is required to access the form and submit a TCR.

Training Change Request Form

The online TCR Form must be completed entirely. Then click the *Submit* button.



CNATRA TIP Website

- **Information from the form will be entered into the TCR database to create a TCR and given a TCR number.**
- **Each submitter will receive a confirmation email. The email may request clarifying or additional information.**
- **Submitters may track the status of their submission by selecting the *Current TCRs* button on the Training Improvement Program page,**
  then selecting their Program Pha

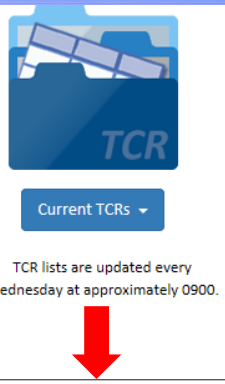
  Primary T-6B (TW4, TW5)
  Rotary TH-57 (TW5)
  Tilt-rotor (TW5)

Current TCRs

TCR lists are updated every
Wednesday at approximately 0900.

Current TCR Page

- **When the page opens personnel can view the status of TCRs under the State column.**
- **Please note, this table is only updated every Wed morning.**



TW4 & TW5 Primary (T-6B)

Pipeline	Wing	Subject	Product Type	TCR Number	Submitted Date	Last Modified Date	Days in System	ECD	State	N71 Summary
Joint Primary	TW5	MCG 1542.166B JT PRIMARY T-6B	MCG	TCR00003368	04-23-2012	05-11-2016	1500	6/30/16 12:00 AM	Initial_QA	Additional changes 15 Apr. Will route with .165B OOA 1 Jun.
Joint Primary	TW5	CNATRAINST 1542.165B - NATOPS Stage - Q4100 Block - Syllabus Notes	MCG	TCR00003974	01-13-2014	05-11-2016	870	6/30/16 12:00 AM	Initial_QA	Additional changes 19 Apr. In QA. Will route OOA 1 Jun.
Joint Primary	CNATRA	TIMS IN1214/Joint Primary/T-6B	TIMS	TCR00004091	02-10-2014	05-11-2016	842	6/30/16 12:00 AM	FTSC_Edit	Worked w/TCR4159. On hold until TCR 3368 (new JPPT) is complete.

TW-5 Draft TCR Paper Form

- **Many recommended changes originate in the Testing Center and the Learning Resource Center (CAI lab).**
- **Unfortunately there is no internet access in either site to submit a TCR form in CNATRA's TIP website.**
- **To assist personnel, each site has a TW-5 draft form with directions that can be used to record needed changes until you can reach an NMCI computer.**
- **Do not submit this local, draft form. It may only be used to record information to be entered later when completing the online form. TW-5 form appears on the next slide.**

TW5 Draft TCR Paper Form

TW-5 draft TCR Form is available in the Testing Center and Learning Resource Center to capture submissions for later entry into CNATRA'S online TCR form.

HOW TO SUBMIT A TRAINING CHANGE REQUEST (TCR) TO CORRECT AN ERROR, OR SUBMIT AN IMPROVEMENT IDEA FOR EXAM QUESTIONS, CURRICULUM, MIL/CAI, PUBLICATIONS

ALL SUBMISSIONS MUST BE ENTERED ONLINE AT https://www.cnatra.navy.mil
Use this form to take notes you can use to complete the online form. Do not submit this form.

Step 1. Fill out the following information for online form blocks 7, 8, 9. Use the lines below.

7. Describe the product name (MIL/CAI, Exam, Publication) and page number with the error to correct, or for which you have a suggested improvement. Example: T-6B CAI C1104/VFR Departure/page 9 of 14

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8. What is the justification for this submission? (examples: NATOPS change requires CAI update; exam question answer is incorrect according to Contact FTI paragraph 3.2; spelling error; MIL is too long to retain the information, etc.)

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9. Describe your fix for the error or your recommended improvement. Provide detail such as specific MIL/CAI slide numbers, exam question, publication name/page or paragraph number. Example: For the CAI and page listed in block 7, where it says, "Climb at 150 KIAS to 2500' MSL", change that to say, "Climb at 170 KIAS to 2500."

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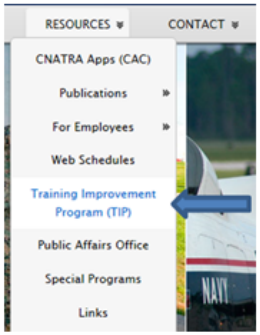
Step 2. Go online to https://www.cnatra.navy.mil.

Click on **RESOURCES** and from the dropdown select **Training Improvement Program (TIP).**
On the new page select **Submit a TCR** and complete the PDF form entirely.



Submit a TCR

A valid CAC is required to access the form and submit a TCR.

CNATRA TIP Website

- **Contact the TW-5 Curriculum Coordinator if you have questions or need assistance:**

  Larry Mizak
  623-7659
  lawrence.mizak@navy.mil